

Appendix C. Guidance for the Determination of Testing Designated Positions (TDPs) Subject to Random Drug Testing (to be retained with original position description)

The questions below relate to the categories of positions which have been identified and/or approved as Testing Designated Positions (TDPs) by the Interagency Coordinating Group (ICG) Executive Committee under the authority of the Office of National Drug Control Policy. Appendix C is intended to be used in conjunction with Appendices A and B of this NPR to document the basis for the determination of a position's inclusion/exclusion from the Agency's TDP pool and should be completed jointly by a Human Resources (HR) Specialist and the supervisor of the position. A yes answer to any question should be clearly documented and supported by the position description. Upon completion and a determination that the position is a TDP, Appendix C should be signed and dated by both the HR Specialist and the supervisor and filed with the original position description.

Classification Title of Position: _____

Classification Series/Grade: _____

Position #: _____ Organization Code: _____

A. Presumptive TDPs

1. Will the employee carry a firearm on a daily or regular basis? Yes No

2. Will the employee operate a motor vehicle? Yes No

If yes, assess the following:

a. Will the employee operate a motor vehicle which carries passengers, including those which transport Government/Agency/Center officials and/or foreign dignitaries or a passenger shuttle? Yes No

If the employee operates a passenger shuttle, does the passenger shuttle carry 16 or more passengers? Yes No

b. Will the employee operate a motor vehicle to transport hazardous materials? Yes No

c. Will the employee operate a motor vehicle weighing more than 26,001 pounds? Yes No

d. Will the employee operate a motor vehicle, such as a fork lift, in a restricted access area associated with mission critical systems in which an accident would endanger the health and safety of the public or the successful achievement of the Agency's missions?	Yes	No
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Note: If the answer to either a, b, or c above is yes, the employee may be required to have a commercial driver's license; and if so, may be subject to random testing for drugs and alcohol under the Department of Transportation's regulations implementing the Omnibus Transportation Employee Testing Act of 1991. Please contact NASA Headquarters, Office of Human Capital Management (OHCM), before proceeding.

3. Will the employee be an aviation flight crew member or air traffic controller?	Yes	No
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4. Will the employee be a railroad operating crew member?	Yes	No
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If the answer to any of the questions above is yes, the position must be designated as a TDP. STOP, and complete the Overall Assessment. If it is believed that unique circumstances, specific to NASA, warrant exclusion, a written justification, along with the position description and the completed Appendix C, must be forwarded to NASA Headquarters, OHCM, for consideration. After consultation with the Office of General Counsel, OHCM will render a final decision.

B. Preferred TDPs

1. Certain health and safety positions:

a. Will the employee be authorized to carry a firearm (but does not do so on a regular basis) in order to respond to emergency situations that may require the use of a firearm to protect and ensure the safety and security of the NASA facility and its personnel?	Yes	No
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b. Will the employee be engaged in railroad safety-sensitive tasks, such as train movement, safety inspectors, or the maintenance/repair of signal systems?	Yes	No
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c. Will the employee perform the duties of:

(1) A flight instructor?	Yes	No
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(2) Flight testing personnel?	Yes	No
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(3) Aircraft and/or mission critical systems maintenance and repair personnel with direct and critical maintenance responsibilities (not a general support role)?	Yes	No
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| (4) Aircraft safety inspectors? | Yes | No |
| 2. Will the employee be a Presidential Appointee requiring Senate confirmation? | Yes | No |
| 3. Will the employee have access to a firearm (but does not carry a weapon or otherwise meet the standards for a presumptive TDP) to perform the duties of a guard or that of law enforcement personnel in order to respond to emergency situations? | Yes | No |
| 4. Will the employee perform the duties of a Medical Director/Officer or Employee Assistance Program coordinator/counselor whose responsibilities include direct employee/client contact to counsel, advice, and assist? | Yes | No |
| 5. Will the employee have access to truly sensitive information which will require a: | | |
| a. Top secret or higher clearance? | Yes | No |
| b. Secret clearance? | Yes | No |

If the answer to any of the questions above is yes, the position should be designated as a TDP. STOP, and complete the Overall Assessment. A written, Agency-specific justification for excluding the position from testing, along with the position description and the completed Appendix C, must be forwarded to NASA Headquarters, OHCM, for consideration. After consultation with the Office of the General Counsel, OHCM will render a final decision.

C. Discretionary Designations

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| 1. Will the employee perform duties which require him/her to make independent, real-time major decisions involving hands-on work with explosive, toxic, radioactive, or other dangerous materials or substances? | Yes | No |
| 2. Will the employee perform duties which require him/her to make independent, real-time major decisions involving hands-on work with fluids or gases that are under pressure? | Yes | No |

3. Will the employee perform duties which require him/her to make independent, real-time major decisions involving the hands-on operation, maintenance, repair, or inspection of major mechanical or electrical equipment critical to our space systems and mission success? (Note: Does not include positions that involve mechanical or electrical equipment that poses minimal or no risk or danger to the safety of the public or is not critical to mission success.)	Yes	No
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4. Will the employee perform the duties of a safety or quality assurance specialist or other reliability, quality assurance, or safety-related duties to ensure the safety of the public; our personnel, facilities, and property; and mission critical systems?	Yes	No
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5. Will the employee perform certain launch and in-flight operations work during take-off, in-flight, and landing of aircraft and during ascent, on-orbit, and reentry operations of space systems, such as a flight director, test director, range safety officer, and certain other flight or test specialist and technician functions?	Yes	No
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6. Will the employee perform medical treatment and patient care or have unmonitored or minimally monitored access to drugs such as medical doctors, nurses, and medical technicians?	Yes	No
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If the answer to any of the questions above is yes, assess the following – Will the employee be required to make real-time major decisions in the performance of his/her work tasks, i.e., decisions which, if wrong, would jeopardize the health and safety of others, resulting in injury or loss of life, and/or result in damage or destruction of property or mission critical systems.	Yes	No
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If the answer to any of the questions above is yes, the position should be designated as a TDP. STOP, and complete the Overall Assessment. A written, Agency-specific justification for excluding the position from testing, along with the position description and the completed Appendix C, must be forwarded to NASA Headquarters, OHCM, for consideration. After consultation with the Office of the General Counsel, OHCM will render a final decision.

7. Will the employee have unescorted access to mission critical systems' areas which warrants the position's inclusion in the NASA Personnel Reliability Program?	Yes	No
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8. If the position is that of a direct manager or supervisor of an employee whose duties and responsibilities meet the criteria of a specific TDP category previously identified, will the employee be required in the absence of the employee to make independent, real-time major decisions based on complex technical criteria?	Yes	No
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If the answer to either of the questions above is yes, the position should be designated as a TDP. STOP, and complete the Overall Assessment. A written, Agency-specific justification for excluding the position from testing, along with the position description and the completed Appendix C, must be forwarded to NASA Headquarters, OHCM, for consideration. After consultation with the Office of the General Counsel, OHCM will render a final decision.

D. Overall Assessment

_____ The position is a Testing Designated Position under the NASA Plan for a Drug-Free Workplace (NPR 3792.1) as a:

_____ Presumptive TDP

_____ Preferred TDP

_____ Discretionary Designation

_____ The position is not a Testing Designated Position under the NASA Plan for a Drug-Free Workplace (NPG 3792.1).

Signature of HR Specialist

Date

Signature of Supervisor

Date